

## **CITY OF BURBANK**

### **SENIOR LIBRARIAN**

#### **DEFINITION**

Under direction, performs professional library work of a specialized or supervisory nature; may be in charge of a branch library, or function as senior assistant to a major section head, and does related work as required.

#### **ESSENTIAL FUNCTIONS**

Supervises, trains, and evaluates employees; makes recommendations regarding hiring, promotions, and transfers; recommends disciplinary action as needed up to and including terminations; assists section head in planning, organizing, and scheduling work; assists patrons in making effective use of library resources; acts as consultant and advisor to individual patrons; plans and arranges book displays, bulletin boards, and exhibits; assists in preparing publicity releases and book notes; gives talks and reviews about books; tells stories to groups of children; catalogues, classifies, and assigns subject headings to books and other library material; makes recommendations for the purchase of books and other library materials; compiles lists and bibliographies; searches for material difficult to find; prepares reports and memoranda; develops and maintains files of unbound material, government publications, picture collections, and other ephemeral material.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - the principles and practices of library and information science; reference sources and methods; automated information services.
- Ability to - identify community library needs and to provide library service to fulfill those needs; direct and evaluate the work of others; communicate effectively, both orally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Two years' experience in professional library work and a Master's Degree in Library and/or Information Science from an accredited university.

#### **SUPPLEMENTAL INFORMATION**

A valid California Class "C" driver's license or equivalent may be required at time of appointment.